

JOB VACANCY ANNOUNCEMENT

AMERICAN EMBASSY – LOME

No.: 08HR-030

November 3, 2008

TO: All employees, all Agencies

Subject: VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates
POSITION: Visa Clerk FSN 6- (FP-08 AEFM only)
OPENING DATE: November 5, 2008
CLOSING DATE: November 19, 2008
WORK HOURS: Full-time: 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Lome is seeking individual for the position of Visa Clerk in the Consular Section.

To apply, please go to: <http://lome.usembassy.gov/employmt.html>

BASIC FUNCTION OF POSITION

Under the supervision of the Junior Consular Assistant, performs duties pertaining to DV, NIV, and asylee case processing, fields inquiries from visa applicants, and drafts French and English correspondence for the Consular Officers. Performs back-up cashiering functions for the Consular Section. Assist with American citizen cases.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** Completion of secondary school is required.
2. **Work experience:** Two years office management or clerical experience is required.
3. **Language:** Level III (good working knowledge) both speaking and reading French and English as well as fluency in one local language is required. *English language will be tested.*
4. **Knowledge:** Knowledge of operational procedures related to visa services and regulations is required. Must have good knowledge of keyboard and word processing.
5. **Skills and abilities:** Ability to work under pressure, to deal tactfully with customers and to work in a team is required.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment OF-612; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

NOTE:

1. **ALL APPLICATIONS MUST HAVE THE JOB ANNOUNCEMENT NUMBER AND THE POSITION TITLE IDENTIFIED.**
2. **ALL APPLICATION MUST BE SENT ELECTRONICALLY TO HROLome@state.gov EMAIL ADDRESS.**
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION.**
4. **APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

DEFINITIONS

1. **AEFM:** A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **EFM:** Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or

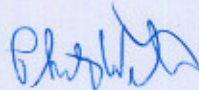
establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFM's and EFM's of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: November 19, 2008

The US Mission in Lome provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.



Philip Wilson
A/Management Officer

Major duties and responsibilities:

Supports the visa operations of the Consular section in order to provide efficient processing of visa applicants and documentation. Drafts correspondence for applicants, unclassified cables, and other reports as deemed necessary by the Consular Officer. Pre-screens immigrant visa applicants before interview, tracks and prepares visa files, enters biographic data into the IV automated system, captures photographs, serves as interpreter during interviews, prints MRVs on visa foils, and assembles and issues visa packets prior to applicant's departure. For asylee cases, pre-screens applicants before interviews, tracks and prepares files, serves as interpreter during interviews and assembles/issues packets prior to applicant's departure.

For non-immigrant visa cases, pre-screens applicants before interview, enters data into NIV automated system, captures photographs, serves as interpreter during interviews and prints MRVs on visa foils.

Drafts public notices in French and in English. Prepares correspondence for Consular Officers in French and in English. Maintains files and records on applicants according to FAM regulations and procedures. Replaces Consular Assistants during their absence, reporting and using contacts to get information.

Is responsible for collecting visa and ACS fees when primary cashier is unavailable. Maintains accurate cash count and ensures correct categorization of all fees and services. Keeps records of all transactions, monthly register logs, and surprise cash counts.

Assists senior FSN Consular Assistant and Consular Officer with American citizens. Answers questions, **researches benefit queries**. Helps maintain warden system up to date. Takes **AMCIT** walk in questions during the afternoon.

Other duties as assigned.